USDA logo United States Department of Agriculture
Financial Management Notification

FMMI System Status

Friday, March 12, 2021

Current

- FMMI (ECC/Portal) is up and available
- Adobe forms are available for use
- PI channels are open
- Please refer to the FMS Client Services page for the FMMI Processing Calendar

Known Issues:

N/A

O&M

The FMS Operations and Maintenance (O&M) MS Team meeting is scheduled Thursday, March 18, 2021 at 9:00 a.m. CT.

For inquiries, contact the Financial Management Services Help Desk.

Upcoming Events:

Relocation Income Tax Allowance (RITA) Claims for 2020

March 9, 2021

Dear Customer:

In accordance with Federal Travel Regulation, if an employee received taxable relocation income in 2020, they are required to file a RITA claim.

The purpose of the RITA is to reimburse the employee for any taxes owed that were not adequately reimbursed by the withholding tax allowance (WTA). The WTA calculation is based on the income tax withholding rate applicable to supplemental wages. This may be higher or lower than the employee's actual tax rate. The RITA, on the other hand, is based on the employee's marginal tax rate, determined by the employee's actual taxable income and filing status, which allows reimbursement to the employee for substantially all of the employee's Federal income taxes related to the taxable relocation payments. The RITA also reimburses the employee for any additional state

and local taxes that were incurred as a result of the relocation, because they are not reimbursed in the WTA process.

A RITA claim must be filed even though the WTA may not have exceeded the RITA.

A list of RITA eligible vouchers paid in 2018, 2019, and 2020 was e-mailed to each agency in January 2021.

Agencies should now begin notifying employees to file 2020 RITA claims. 2020 RITA claims should be submitted no later than June 30, 2021. Please contact FMS if assistance is needed.

RITA claims for years prior to 2020 had a due date of March 1, 2021, per the Financial Management Notification, Relocation Income Tax Allowance (RITA) Claims for 2019 dated, January 07, 2021. This due date has been extended until May 31, 2021.

Please ensure the documents listed below are signed and submitted to the agency prior to filing a RITA claim. (FSIS employees will submit their RITA claim to their assigned FMS Relocation Counselor):

- [AD-1000, Certified Statement of Income and Tax Filing Status, Relocation Income Tax Allowance (Revised 02/2021)](#) (attached)
- Employee's USDA Federal Form W-2 and Federal Form W-2C (if applicable) with all PII blocked out.

Agencies should create the RITA voucher in mLINQs and upload the supporting documentation prior to the due date listed above in accordance with the [USDA mLinqs RITA User Guide 2021](#), which is also attached for your convenience.

For inquiries, please contact the Travel Help Desk at 1-800-421-0323 (Select Option 1, then 3), or send an email to NFC.TRVL@nfc.usda.gov.

- [USDA mLINQS RITA User Guide 2021 - Revised 02-2021.pdf](#)
- [AD-1000 CERTIFIED STATEMENT OF INCOME AND TAX FILING STATUS RELOCATION INCOME TAX ALLOWANCE - February 2021.pdf](#)

Accounts Payable (Disbursements)

- Next Run Date: Monday, March 15, 2021 12:01 a.m. MT
- Next Payment Date: Tuesday, March 16, 2021

Note: Disbursement jobs run Monday to Friday (normal schedule) unless otherwise stated/communicated.

Reinit:

Next Planned Run Date: Sunday, March 14, 2021

Note: *Reinit jobs will run on Sundays (preferred normal schedule) unless otherwise stated/communicated.*

Payroll:

Planned Run Date: Saturday, March 20, 2021 for PP05.

Payroll Accruals:

Will run in between the dates of March 15-19, 2021 at 130% of PP04.

FMMI BI Status:

Status as of 7:58 a.m.

BI MODULE	RUN DATE/TIME	STATUS
Accounts Payable	2021/03/11 21:06:56	Successfully completed
Accounts Receivable	2021/03/11 21:08:13	Successfully completed
Cost Management	2021/03/11 21:05:21	Successfully completed
Funds Management	2021/03/11 21:16:12	Successfully completed
GL	2021/03/11 21:06:30	Successfully completed
GL Spending Detail	2021/03/11 21:26:01	Successfully completed
Purchasing	2021/03/11 21:06:31	Successfully completed

* All BI modules include one output for both data load and system assurance status, except for the ULO Detail and Spending Detail (separated into two outputs due to long processing times).

For real-time updates of executing processes, please access the BI Dashboard via the FMMI Portal (https://portal.fms.usda.gov); select General Ledger Management > BOBJ General Ledger Management Reports > Business Intelligence Dashboard; then click the BI O&M Status tab.

If there are additional BI updates after 9 a.m. CT, the information will be available on the BI Dashboard.